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PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

MAY 20, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-45

TO: All LaGov HCM Paid Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Rule on 403(b) Tax Shelter Annuity Program

Agencies are advised that the rule regarding the 403(b) Tax Shelter Annuity Program is now effective. The final rule was published in the May 20, 2011 edition of the [Louisiana Register](#). The rule, which was initially published as a Notice of Intent in the January 20, 2011 Louisiana Register, was promulgated under the authority of LRS 42:455(A).

The purpose of the rule is to provide for the establishment of a formally administered written 403(b) program. Each eligible agency, with oversight and approval of the Commissioner of Administration through the Office of State Uniform Payroll, shall develop a written 403(b) plan covering all qualified education employees according to this rule.

Note: This rule applies to LaGov HCM Paid agencies (formerly ISIS HR) cited in Section 901.A. of the rule. Only employees of education related agencies are allowed to contribute to 403(b) plans. Any additional eligible agency wanting to establish a plan for their employees must contact OSUP for guidance.

Questions from agency Employee Administration offices should be directed to a member of the OSUP WTA Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

|              |          |               |          |
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APH/GMB/pbh